Vital Data Required for Funding

Enrollment, reported by course, is related to programs on the CTE Program List. For a current list of CTE programs and courses, please see the CTE Program Codes and Titles section of this handbook. The CTE Program List, along with the average student counts of 40th and 100th day course enrollments, is the basis of the state CTE enrollment funding formula.

Program enrollment is used to determine which programs are expected to submit Concentrator and Placement reports. Concentrator and Placement reports are necessary to determine if a program is an approved program. If a school has no Concentrators or Placements, usually because a program is a new program, then the school should submit Zero Concentrator and Zero Placement reports.

The CTE Section staff reviews and processes the completed course and program enrollment records as they are submitted. Verification reports are sent to districts for signatures (any changes/corrections must be resubmitted prior to mailing signature pages) and must be returned to CTE confirming reported data is accurate as submitted.

In some cases, CTE issues reports to districts that identify needed corrections and require a resubmission of enrollment data. Throughout the year CTE Section staff reviews the accuracy of reported enrollment and performance data through proactive technical assistance, program monitoring, and data quality review visits conducted at local school and district sites.

All CTE enrollment and performance measures reporting are submitted electronically. There are two methods of electronic submission including:

- Email text file attachment to: CTEDataCollection@azed.gov
  (file attachment must be in ASCII text format). Website address for ASCII format:
  http://www.ade.az.gov/cte/GrantsMIS/filelayout/CourseEnrollment.asp
  http://www.ade.az.gov/cte/GrantsMIS/filelayout/vociarticulated.asp
  http://www.ade.az.gov/cte/GrantsMIS/filelayout/vocipgm.asp

- Online Data Collection website: http://www.ade.az.gov/PerfMeasures/splash.asp.
  The online system requires a district to Login with a unique CTE-assigned UserID and Password to the Performance Measures system. The online data collection can be used to enter course enrollment, program enrollment, student concentrator and student placement data.

Online User Manuals for enrollment, concentrator and placement data submissions are located at: http://www.ade.az.gov/cte/DIG/.

 User Manuals

This Data Reporting section is organized according to the annual cycle of CTE reports. This cycle includes:

Course Enrollment Reports (VOCI 11-1 and VOCI 11-2, error reports)
40th Day Enrollment Report (original submissions and verification reports)
100th Day Enrollment Report (original submissions and verification report)
Course Enrollment Master Print Report **(VOCI 21)** (the combined 40th and 100th Day Course Enrollment submissions)
FY200X 100th Day Alignment Report

Program and Performance Measures Reports
Program Enrollment Report **(VOCI 25)** (original submissions and verification reports)
Program Enrollment Master Print Report **(VOCI 26)**
FY200X End of Year Alignment Report
Concentrator Reports
Placement Reports

The following vital criteria all affect CTE funding:

Approved Programs

On March 28, 2005, the Arizona State Board of Education re-validated the essential elements. "Approved" and "active" are synonymous terms describing programs eligible to participate in State Block Grant and Federal Perkins funding. This guidance document defines an approved program as having these criteria:

1. Delivers a coherent sequence of instruction. The recommended program sequence of courses in each CTE program can be found at www.aztechprep.org or in the "Codes and Titles" section of the Handbook, and is also available at http://www.ade.az.gov/cte/careerpathways.
2. Teaches all the state-designated program standards.
3. Specified on the current CTE Program List.
4. Taught by an appropriately certified teacher per CTE certification requirements, available at http://www.ade.az.gov/cte/careerpathways.
5. Evaluates program performance annually and meets or exceeds established state performance measures.
6. Offers student work-based participation that involves actual work experience and connects classroom learning to work activities. Additional information is available at www.ade.az.gov/CTE/WhatsNew/LRGlinked.pdf.*
7. Requires student participation and Career Exploration for grades 7-9 (previously referred to as Level I).

* An approved program includes student work-based participation that connects classroom learning to actual work experience. Work-based learning is an integral component of a sequence of instruction in a career and technical education program. One method of work-based learning is cooperative education. Another method is CTE Internships. Both methods have eligibility requirements.

Certified Teachers

Only Career Preparation courses that are part of an approved program and taught by an appropriately certified teacher will generate state funding for 11th and 12th graders. The proper certifications, endorsements, and approvals necessary for each program and course are listed in the Coherent Sequence and Certification section of this handbook. Students may also attend CTE courses at a local community/other college (articulated courses). The community/other college teacher must also be appropriately certified or licensed.

Notification of Intent (NOI)

The CTE Section has developed a Notification of Intent form used to notify the CTE Section when districts intend to implement a new CTE program or option. This form allows CTE to provide technical assistance in implementing a quality program, assign a Birth Date and add the new program to the school's Program Profile Table. The form and instructions for submitting the form by January 1 each year are available at: http://www.ade.az.gov/cte/WhatsNew. When a district submits an NOI, the approval may be pending meeting certain conditions or circumstances. A Birth Date will be entered into the Program Profile Table.

An NOI will only be required when a district plans to:

- Offer a new program or option, or
- Introduce an existing program that has gone two consecutive years without course enrollment, or
- Offer a program that has been previously disapproved.

An Active program is moved to the Non-Active list when an inactive date is assigned to the program. For example, when an Active program with good performance is identified as being *replaced* by a new program on an NOI form there are several implications:

- Program replaced is tagged as "Inactive" in April of the current year and it moves to the Non-Active list on the Program Profile Table
- District may submit concentrators who leave school in the current year
- District does not identify any offerings in inactive program CIP code in the BG application due in October the next fiscal year
- Placements may be reported for the previous year's concentrators
- District does not report enrollment for inactive program's CIP code in the next school year

If a program (and its associated courses) does not provide the essential elements, the program and its funding will be declared inactive by CTE. The program receives a non-April Inactive date and it moves to the Non-Active list on the Program Profile Table. No further reporting is expected or accepted from that program. The Program Profile Table includes one re-birth cycle.

In the event there is a question regarding the Program Profile Table, please email your question to Penny Legge, Accountability Specialist, email penny.legge@azed.gov.

Failure to Have Program Outcomes

Schools with an active program in the Program Profile Table that does not have Concentrators and/or Placements will submit a Zero Concentrator and/or Zero Placement record. In the event the school fails to file a Zero record, the following procedure will be performed:

Automatic Submission of Zero Concentrator Records

CTE IT staff will automatically create a zero concentrator record for:
- Any program that is new for the current fiscal year, or
- Any existing program that does not have 12th grade enrollment.

Any program that does not qualify for the automatic submission of a Zero Concentrator record will receive an error message on the Preliminary Funding Report that will prevent funding until the error is corrected.

Automatic Submission of Zero Placement Records

- CTE IT staff will automatically create a zero-placement record for any program that is new for the current fiscal year.

When an established program has gone three consecutive years without an actual concentrator (Zero Concentrator record not included), it will be judged unapproved for State funding purposes. When an established program has gone four consecutive years without an actual placement (Zero Placement record not included), it will be judged unapproved for State funding purposes.

ADE Inactive Programs

If a program (and its associated courses) does not provide the essential elements required by the Arizona State Board of Education, the program and its funding will be inactivated by CTE. The program may be inactivated by ADE for many different reasons. For a complete list of these reasons, please see the **Secondary Guidelines for Performance Measures and Program Evaluation** at http://www.ade.az.gov/cte/DIG.

Articulated Courses and Shared District Instruction

An Articulated Course is a course taken by a student attending a school in another district, or a community college or a skill center. **These students are to be reported separately on the home school's report.** Monies from the CTE State Block Grant Funding for articulated students are generated to the home district.

Shared District Instruction (SDI) is when a student attends another school within the same district.

If you have questions, please contact the CTE Grants Management Information Systems Section for assistance:

Information Technology Specialist   Donna Kerwin   (602) 542-7881
Education Program Specialist   Steve Saline   (602) 542-5566
Administrative Services Officer   Jet Wilson   (602) 542-5486
Enrollment Specialist   Della Hofer   (602) 542-5711

or email: CTEDataCollection@azed.gov.